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**Job Description**

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|  | **Trust Catering Manager** |
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| **Reporting to:** | Trust Business Manager |
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| **Responsible for:** | Catering staff |
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| **Working Time:** | Term time only plus 5 Training days  32.5 hours weekly |
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| **Salary/Grade:** | Scale 5 points 12-17 £22571 - £24920 pro rata for termtime plus 5 days training and parttime hours. |
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| **Main Purpose:** |  |

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| * **To deliver an effective, efficient and high-quality catering and hospitality service, for Shropshire Gateway Trust** * **To oversee and manage catering staff** |
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| **Catering Services** |
| * Create and deliver imaginative menus to ensure a variety of meals are available which cater for different dietary needs as appropriate, in line with the School Food Standards * Ensure menus promote, at all times, a healthy eating ethos * Ensure that catering service times and requirements are met * Plan hospitality provision, being fully aware of all facilities and special events that are taking place at Shropshire Gateway Trust Schools * Be proactive in the coordination of all catering requirements for events at Shropshire Gateway Trust Schools * Order supplies and maintain stock levels * Liaise with food suppliers, ensuring the school principles of best value and quality are adhered to * Liaise with all schools to ensure a first-class food provision/service and adhering to their nutritional requirements * Liaise with primary schools to agree weekly number of school meals provided * Ensure all in house documentation is effectively used and managed to ensure legal compliance in relation to Food Safety, Health and Safety and COSHH legislation. * To be proactive in keeping up to date with all legislation relevant to a catering within a school environment * Ensure a high standard of quality food presentation. All food being served must be at the correct temperature, served in an appropriate manner and packaging * To ensure the services provided are compliant in relation to the Food Information Regulations and Natasha’s Law and ensure sound practices are in place to maintain compliance. * Have a sound working knowledge of potential medical diet needs / lifestyle choices in relation to menu management * Maintain an effective system for recording and administering school hospitality, to include monthly reports including costings for all hospitality provided, for both schools * Ensure all catering equipment is kept clean and in good order. Liaise with Trust Business Manager to arrange appropriate schedule of maintenance, repair and replacement of kitchen equipment |
| **Staff Management & Development** |
| * Manage and lead a team of catering staff, ensuring they are appropriately trained and developed to carry out their duties * Organise staff rotas and liaise with the Trust business manager to ensure that staff contracts are appropriate for this provision * Deploy staff as required to ensure the timely and efficient provision of the primary school catering service * Ensure all catering staff adhere to a catering uniform code * Supervise and motivate staff * Ensure staff are aware on how to report sickness and leave of absence request * Undertake recruitment, induction and training of staff in conjunction with the Trust Business Manager * Assist the Trust Business Manager with catering staff appraisal process * Take part in the school’s staff development programme by participating in training and professional development activities |
| **Value for Money** |
| * Set and implement quality assurance and financial control systems to provide accurate information on performance and ensure that all appropriate action is taken to maintain the required standard/target * Ensure budgetary targets are adhered to by appropriate costing of menu items, ordering of foodstuff, controlling stock, equipment and labour * Liaise with a range of local and national suppliers on a regular basis to procure the most competitive products * Use management software of the cashless till systems to control, monitor and report on daily production of food * Monitor food wastage * Oversee effective till operation and cash handling systems |
| **Health & Safety** |
| * Carry out relevant risk assessments * Communicate Health and Safety issues * Keep fire risk assessments and associated paper work up to date and ensure compliance * Ensure that all planned Health and Safety inspections are recorded and archived * Ensure all accidents, near misses and violent behaviour are recorded appropriately * Ensure all food hygiene and environmental health regulations are adhered to |
| **Quality Assurance** |
| * To implement and adhere to school quality procedures * To contribute to the process of monitoring and evaluation in line with school procedures including performance criteria * To contribute to the review of procedures and protocols * Ensure all procedures and materials used are GDPR compliant |
| **Communications** |
| * To communicate effectively with students and staff as appropriate * Where appropriate, to communicate and co-operate with persons or bodies outside the school * To follow agreed policies for communications in the school |

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| **Marketing and Liaison** |
| * Ensure effective marketing and promotion of the school’s catering provision, and menu. * Contribute to the organisation of marketing and liaison activities such as Open Evenings |
| **Management of Resources** |
| * Ensure appropriate resources are in place for the efficient and effective daily operation of administrative support |
| **Other Specific Duties** |
| * To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To promote actively the school’s corporate policies. * To continue personal development as agreed. * To comply with the school’s Health and safety policy and undertake risk assessments as appropriate. * Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified * Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description * Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers |

This job description is current at the date shown, but following consultation with you, may be amended to reflect or anticipate changes in the job which are commensurate with the salary and job title.

**CATERING MANAGER**

PERSON SPECIFICATION

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| **QUALIFICATIONS** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Level 2 Catering and Hospitality | ✓ |  | Application Form |
| Health and hygiene certificate | ✓ |  | Application Form |

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| **EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| Experience and knowledge of large-scale catering | ✓ |  | Application Form  Letter of Application  References |
| Experience of working under pressure in a busy environment. | ✓ |  | Application Form  Letter of Application  References |
| Experience of leading and supervising a team | ✓ |  | Application Form  Letter of Application  References |
| Experience and knowledge of working with relevant legislation within a catering environment, including Health and Safety and Food Hygiene Regulations | ✓ |  | Application Form  Letter of Application  References |
| Experience of dealing with young people |  | ✓ | Application Form  Letter of Application  References |
| Experience in financial monitoring and evaluation procedures |  | ✓ | Application Form  Letter of Application  References |
| Previous experience in a school kitchen |  | ✓ | Application Form  Letter of Application  References |

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| **SKILLS & QUALITIES** | | **ESSENTIAL** | | **DESIRABLE** | **HOW IDENTIFIED** | |
| Able to prepare and cook a range of meals, to a high standard | ✓ | |  | | | Interview  References |
| Ability to present meals and refreshments in an attractive manner | ✓ | |  | | | Interview  References |
| Creativity in relation to menus and provisions |  | | ✓ | | | Interview  References |
| Effective communication skills, including verbal and written | ✓ | |  | | | Interview  References |
| Ability to work as part of a team. | ✓ | |  | | | Interview  References |
| Awareness of the importance of confidentiality. | ✓ | |  | | | Interview  References |
| Good organisational skills. | ✓ | |  | | | Interview  References |
| An understanding of children with special needs |  | | ✓ | | | Interview  References |
| An understanding of dietary and cultural needs |  | | ✓ | | | Interview  References |
| An understanding of food allergies | ✓ | |  | | | Interview  References |
| High regard for safety and hygiene and safe working practices | ✓ | |  | | | Interview  References |
| Flexible and sense of humour |  | | ✓ | | | Interview  References |
| Able to work under pressure | ✓ | |  | | | Interview  References |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people. | ✓ | |  | | | Interview  References |
| Good Time Management | ✓ | |  | | | Interview  References |
| Flexible attitude to working hours | ✓ | |  | | | Interview  References |